

# *Transporting Property*

## **Policies**

### **Documentation**

Property can be moved to other Laboratory sites or off-site with one of six types of documentation:

- Shipping Manifests — used to consign items to non-Laboratory organizations or employees; to document hand-carrying of items off-site permanently or for Change-of-Station; or when transporting hazardous or classified materials
- Property Removal/Pass Request Forms — used when transporting property for travel, for residential use, or for limited on-site transportation; also used to request the passes listed below
- Property Passes — used when transporting property among Laboratory locations, and in special circumstances to off-site work locations, specified items used frequently in the course of the bearer's work
- Transport Passes — used when transporting groups of items used daily by the bearer among Laboratory locations, or in special circumstances to off-site work locations
- Property Transfer Slips — used when property and its stewardship changes from one LANL organization to another
- Excess Material Pickup/Transfer form — used by employees of the Laboratory's excess property subcontractor when moving excess property (see Chapter XIV, "Excess Property")

These policies apply to the transportation of any property in the custody of the Laboratory. However,

# *Transporting Property*

passes or removal forms are not required for transportation of the following items:

- books
- cellular phones
- computer data diskettes (not software diskettes)
- laboratory briefcases
- radio pagers
- stationery items, pens, or pencils
- walkie-talkies
- work papers and binders

## **Removal of Property**

Laboratory property removed off-site is to be used for official purposes only. The person removing the property assumes responsibility for safeguarding it to the same degree as property on-site (see "Accountability Statements" in Chapter III, "Property Control").

All requests for property removal must be approved by the requester's line manager. The approving manager must ensure that the property is used for official purposes only and that its removal does not interfere with use by other staff members during normal working hours.

Travel or home use of property must be justified based upon the task or type of tasks to be performed and, generally, the requestor's inability to perform them on-site or during normal working hours. The justification must be written on the transportation document, and must be as detailed and as specific as possible. In other words, the phrase "To do work at home" is not sufficient. If an employee has been authorized to fulfill part of his or her work hours at home, a copy of the authorizing memo should be attached to the PRF (see Administrative Manual 326).

# ***Transporting Property***

Nonexempt employees also must receive permission from the Director for Human Resources to remove property. Permission may be renewed every six months.

Contract workers may take government property off-site, including to their residences, as government-furnished property under the terms of the subcontracts under which they are employed (see Chapter IX, "Government-Furnished Property"). They may do so only with authorization from the client organization's line manager and the contract administrator for the subcontract. The subcontractor assumes responsibility for the property.

Beareres of removed property must be prepared to be searched by Security Police Officers and to present removal documentation at any time.

Cross-references:  
41 CFR 1.5106-3  
Joints VI.1

## **Procedures**

### **Shipping Manifests**

#### **Criteria for use**

Shipping Manifests are used when Laboratory property is consigned to non-Laboratory entities (usually commercial carriers) for shipping to off-site locations, or when it is hand-carried for such purposes as:

- permanent removal of property to external agencies
- Change of Station (see Chapter III, "Property Control")
- loans (external agencies only; see Chapter VII, "Property Loans")

# *Transporting Property*

- external vendor repairs
- warranty exchange, trade-in, sale, or other retirements (see Chapter XV, "Retirement of Property")
- furnishing to subcontractors, including property transported off-site by contract workers (see Chapter IX, "Government-Furnished Property")

*Note: Hazardous or classified equipment and materials cannot leave the PAIRS-assigned location without a shipping manifest, regardless of destination or purpose.*

## **Procedure**

The property administrator (PA) completes a Shipping Manifest, Form 1118, (SM; see Appendix). If the item to be shipped is related to a purchase order, the manifest must display the PO number and be approved by the Procurement contract administrator (CA) for that contract. SM's used by contract workers to transport government or government-furnished property off-site, regardless of destination, must include a justification and be signed by the CA.

An SM must accompany items forwarded to the BUS-4 Shipping Office for shipment. Shipping distributes the SM's copies.

*Note: If an item is to be hand-carried but fits the criteria for SM use, an SM must be taken to Shipping for processing as a confirming shipping manifest before the item may be taken off-site.*

Property Accounting updates the last transaction document, document date, and status subaccount fields in PAIRS upon receipt of a copy of the SM. The PA must ensure that this is done by holding the

# ***Transporting Property***

property center's copy in suspense until updates are accomplished.

## **Property Removal/ Pass Request Form**

### **Criteria for use**

The Property Removal/Pass Request Form, Form 237-R (PRF; see Appendix), is used by Laboratory employees:

- when property is transported on travel
- to remove an item to a residence or other off-site work location
- for on-site movement of an item one time only (one way or round-trip) within five (5) working days
- to request a property or transport pass

PRFs may be marked and used for more than one purpose, as long as they are completed correctly for all purposes covered.

### **Procedure**

The PA gathers all needed information from the custodian and completes a PRF. If a pass is desired, the appropriate box is checked in item 1. Box A of Item 2 is checked and the section completed if property is removed for travel purposes. Box B is checked and the section completed when property is removed for home use (see "Multiple-User Property" below for Box C).

The form also requires the following information:

- whether the property custodian is exempt or non-exempt
- PAIRS-listed location of property (TA, building)

# *Transporting Property*

- if travel or residential transportation is desired, address(es) at which it will be used, anticipated date of return to PAIRS location (maximum of one year from removal date), and justification
- property number (serial numbers for items not property-numbered) and description of the item(s) to be removed
- if a transport pass is requested, general description of each type of property to be transported: hand tools, camera lenses, etc.

To complete the PRF for one-time use, the PA writes in the address box: "To (the Lab location to which the item is being moved) by (expiration date)" (Ex.: "To TA-3, SM-30, by 3/4/94"). This line should be used whether or not the item is to return to its assigned location by the listed date. The expiration date, listed at "Anticipated date of return," may be no more than five working days from the date the PA signs the document.

The property custodian reviews the form and signs it, after which the PA presents it to the line manager for approval. The PA signs the approved PRF, updates PAIRS using the PRF number, and distributes copies as follows:

- Original to property center files
- Yellow copy to custodian

If the PRF is being used as a property removal form, the custodian must keep it with the removed item at all times. For use as a pass request, see below.

# *Transporting Property*

## **Property Passes**

### **Criteria for use**

A Property Pass (see Appendix) is required for:

- on-site transportation of individual specified items used frequently in the course of the bearer's work, such as computer or testing equipment
- emergency, one-time transportation of items to a particular off-site work location for a short period (ex.: a vehicle maintenance truck carries a property-numbered item to perform roadside repair of a government vehicle)

A pass may not be issued for emergency use only.

### **Procedure**

A PA may request from Property Management (PM) via memorandum a quantity of blank passes sufficient to cover the needs of the property center. The number is to be determined in consultation with line managers. The memo must include a general description of the items for which the passes are intended.

*Note: Property and transport passes are numbered and controlled. PM will maintain a record of the blank passes issued to each PA, by pass number. The PA is responsible for ensuring that blank passes are kept in a secure environment. Lost passes, including missing blanks, must be reported to the Property Specialist (PS) and the Facilities, Security & Safeguards Special Projects Office (FSS/SPO) without delay.*

# *Transporting Property*

A custodian desiring a pass contacts the PA, who completes a PRF. The PRF must be signed by the custodian's line manager. The PA then issues a completed pass that displays the:

- pass number
- PRF number
- custodian to whom it is issued
- date of expiration
- property numbers and descriptions of items to be transported, with "\*\*\*Last Item\*\*\*" typed immediately following
- PA's signature and date of issue of pass

The PA also updates PAIRS using the PRF number. A photocopy of each pass is to be kept on file by the property center, along with a record relating each pass number and the PRF number by which it was issued.

The property pass must be available for presentation to Laboratory Security personnel at all times. Lost passes must be reported to the PA immediately, who in turn notifies the PS and FSS/SPO without delay.

Passes are good for up to one year from date of issuance. PAs are responsible for promptly collecting expired passes and passes held by employees ending their employment or transferring to other organizations. Security personnel also will confiscate expired passes, for return to the PA through PM.



# *Transporting Property*

## **Transport Passes**

### **Criteria for use**

A transport pass may be used for groups of items used daily by the bearer. Like the property pass, it may be used for off-site transportation in emergencies (see above).

### **Procedure**

The procedure for obtaining and maintaining transport passes is identical to that for property passes (see above), except that the pass does not list the property items individually. Instead, the type of property should be listed ("electrical tools," "photographic equipment," etc.). Security personnel who review the pass will determine if all property in a bearer's possession is appropriate to the bearer's job.

*Note: Property passes are preferred over transport passes because they provide tighter control through more detailed property listings. Line managers should use discretion in deciding whether to issue a property or transport pass and which one to authorize. Custodians should be allowed only the transportation authority justified by their job descriptions.*

## **Property Transfer Slip**

A Property Transfer Slip (PTS; see Appendix) may be used to authorize movement of property when it is changing organizational stewardship. The PA must type the following line at the bottom of the page: "JCI and all signers authorized to move listed items until [date]." The date must be a maximum of five (5) working days from the date entered at the "Transferred From" section.

JCI movers will not move bar code-labeled items out of a building without either a PTS or a PRF for one-time use.

## **Multiple-User Property**

### **General**

Each property item that is shared and therefore may be taken from its assigned location by different people is accompanied by at least two transport documents: a property pass, and a PRF authorizing removal of multiple-user property. This policy applies to both equipment pool and shared items (see Chapter X, "Multiple-User Property"). The PA completes a PRF:

- with both the property pass request box and Box C of Item 2 checked
- stating below the property description or on a separate sheet:
  - that the item is shared
  - the names, Z numbers, and home addresses of all LANL (not contract) users authorized to take the item off-site

Once the PRF has been signed by the item's property custodian and approved, the PA issues a property pass stating in the blank for the bearer's name "Shared-use:" followed by:

- the organization's name
- a telephone number Security Police Officers can call if they have questions

The PA then laminates or otherwise protects and attaches together the pass and a full-size copy of the PRF. The documents must either be attached to the item or be placed in the same location as the Equipment Log (see Appendix and Chapter X, "Multiple-User Property") for users to take with the item.

# *Transporting Property*

## **Contract Workers**

If a contract worker is allowed to move shared property off-site, the worker's company must take responsibility for the item as government-furnished property during the time it is signed out to the worker. This policy does not apply to on-site subcontractors such as JCI and PTLA, which are treated as LANL organizations.

A custodian wishing to allow off-site use by a contract worker must contact the LANL contract administrator for the worker's contract. The contract must have or be modified to have standard LANL language concerning the provision of government-furnished property. It also must indicate that the worker's employer bears responsibility for the equipment when used off-site by the contract worker (see Chapter IX, "Government-Furnished Property").

The SM is used to document the removal of all GFP from LANL. For shared property, the PA prepares an SM showing the name, Z number, and home address for each authorized worker (see below) and obtains the signature of the line manager and the contract administrator. At the "Reason for Shipment" field, the PA enters "Contractor's off-site use of shared property; expires (date)." The date should be no more than one year from that in the "Date" field, or should be the end of the contract term, whichever is sooner.

*Note: An SM must be completed for each subcontract company involved; however, multiple workers from a company may be listed on one SM, as long as they all are authorized by the custodian to take the equipment off-site.*

The SM is not processed and distributed as per its instructions, however. The PA makes a copy and places it with the PRF for the shared item, and places the original in his or her suspense file. The

# ***Transporting Property***

item remains in PAIRS status subaccounts 12 or 15 as appropriate (see Chapter X, "Multiple-User Property"). The SM may be renewed after the expiration date.

The contract worker must sign the item out using the Equipment Log and take the SM whenever transporting the property off-site.

## **Exports**

Documentation for all property bound for a foreign country or a foreign trade zone within the United States, or to be given over to the custody of an off-site foreign national, must be reviewed by the PM Customs Office before the property leaves LANL.

Whenever LANL property is to be transferred outside of DOE control permanently, the transferring documentation must include the following statement or similar language: "Property provided by Los Alamos National Laboratory is subject to export controls under Code of Federal Regulations titles 10, 15, 22, and 31. Any export of this property contrary to U.S. law is prohibited."

If the property will remain under LANL stewardship (loans, joint use property, etc.), the following or a similar line must be added: "The recipient agrees to obtain the approval of the LANL Customs Office before exporting or re-exporting this property."

Cross-Reference:  
LANL Requester's Guide to Exporting/Importing